



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

August 9, 2000

SUBJECT: 2000 Annual Ethics Training

TO: Designated Marketing and Regulatory Programs Employees

Ethical conduct is of critical importance to all Federal employees and is a major concern of American citizens. In 1992, the Office of Government Ethics published an extensive guide entitled, 'Standards of Ethical Conduct for Employees of the Executive Branch,' to direct employees in their day-to-day ethical decision making.

Many Agricultural Marketing Service, Animal & Plant Health Inspection Service, and Grain Inspection, Packers & Stockyards Administration employees are involved in highly sensitive regulatory programs. To ensure an outstanding reputation for MRP, each of us must be able to withstand close public scrutiny. We must accept and promote a united philosophy so that not even one of us jeopardizes the trust of the American people.

Each year, designated employees participate in annual ethics training to raise awareness of new and on-going ethics issues. Enclosed with this memorandum is the 2000 Annual Ethics Training Guide. Included in the Guide are the following materials:

- ▶ List of ethics advisors available to answer your questions
- ▶ Reminder of the basic obligations of public service
- ▶ Case scenarios on conflict of interest, gifts from outside sources, and bribery
- ▶ An update on prior approval for outside jobs and acceptance of travel payments from non-Federal sources
- ▶ Certification of Completion of Ethics Training

Please take this opportunity to question and reevaluate your understanding of ethics laws and regulations, take your newly confirmed knowledge back to your place of work, and model and promote an impartial and ethically sound environment throughout MRP.

For M. Dunn
Michael V. Dunn
Under Secretary
Marketing and Regulatory Programs

Enclosure